



CARE AND SHARESM
FOOD BANK FOR SOUTHERN COLORADO

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AMERICA

Room Reservation Agreement



Care and Share Food Bank for Southern Colorado is proud to offer the Lane Family Community Board Room at Care and Share's Colorado Springs warehouse, located at 2605 Preamble Point, Colorado Springs, CO 80915. This room is offered *free of charge* to groups. To confirm your reservation, please read and fill out the following information, and fax the signed signature page to 719-528-5833. Please keep a copy for your records.

Accommodations

The Lane Family Community Board Room is ideal for presentations, trainings and meetings. The table seats a maximum of eighteen, but the room can hold up to thirty with additional side chairs around the perimeter. This room has a sin, easel, flip charts and markers are available for use. Restroom facilities are nearby.

Availability

Groups may utilize the Lane Family Community Board room from 8 a.m. until 5 p.m., Monday through Saturday. As a Care and Share staff member **MUST** stay with groups at the facility, we ask that group organizers please respect staff member's time and vacate the building by 5 p.m.

Care and Share also requests that groups allow a Care and Share staff member five minutes of time at the beginning of your meeting, conference or training for a brief presentation about the food bank and its community impact. We also ask we leave printed materials that provide additional details about the food bank. If this is a problem, please let us know.

Care and Share Food Bank offers the Lane Family Community Board Room to groups at no cost. We gladly share this room with other organizations and groups, but we always appreciate your support through food or financial donations. For more information about how you can support Care and Share please visit our Web site at www.careandshare.org.

Parking

Free parking is available at the facility. However, parking can be limited, and we encourage carpooling.

Refreshments

Groups are welcome to bring in their own snacks, meals and/or soda. Additional tables for serving snacks and meals are available, but groups are asked to keep all food inside the board room. Please notify a staff member when you book your room whether you plan to bring food, so we can provide sufficient trash receptacles. Guests are asked to clean up after their event and leave the room in an attractive state of appearance.

Training and Audio/Visual Supplies

The Lane Family Community Board room has a large whiteboard, as well as a drop-down projection screen. An easel, flip charts and markers are available upon request. The food bank also has laptop and projector hook-ups, but groups should provide their own laptop or projector. Your group is welcome to bring additional supplies as needed.

Eligibility

Care and Share will accommodate groups of all kinds, whether for-profit or non-profit. However, Care and Share reserves the right to refuse service to any group or organization that discriminates on the basis of race, age, sexual orientation or gender expression.

Guest Etiquette

Guests are expected to respect any signage or barriers located throughout the facility. This is a working warehouse, and we ask that all guests stay in the office area, unless escorted by a Care and Share staff member. Guests are also expected to be courteous and respectful to Care and Share staff, volunteers, trustees and agencies. Finally, guests are asked to clean up their area after an event and leave the room in an attractive state of appearance. Failure to abide by our guidelines for guest etiquette will result in denial of future reservation requests for your organization.



Reservations

Rooms are available for reservation from 8 a.m. to 5 p.m., Monday through Friday, as staffing allows. Reservations are made on a first-come, first-served basis, so groups are encouraged to book their reservation early. Reservations can be made by calling Fran at 719-528-1247. A signed room reservation agreement is required to confirm the reservation. Care and Share Food Bank arranges for staff to set up rooms and be present during evening/weekend events. If your group has to cancel, we require 24 hours notice. If your group fails to show without notice, Care and Share will consider not accepting future reservation requests from your organizations.

Call today to make your reservation!

Fran Palmer
Care and Share Food Bank for Southern Colorado
2605 Preamble Point
Colorado Springs, CO 80915
719-528-1247
fran@careandshare.org
www.careandshare.org

****Please note, in the event of inclement weather, Care and Share Food Bank will post any closure or delay status on KKTU 11 News.****

Room Reservation Agreement

Care and Share Food Bank for Southern Colorado

Save paper! Fill out and send electronically!

Organization Name:	
Contact Name:	
Contact Phone:	
Contact E-mail:	
Is your organization a registered 501(c)3?	
Meeting Type (Presentation, Conference, Training, etc.):	
Is this a fundraiser?	
Expected Number of Attendees:	
Any special needs (audio/visual, special room set-up, etc.)?	
Date & Time of Reservation Request (you may indicate multiple dates):	

By signing below, you certify that you are an authorized representative of the organization listed above, and that you understand and agree to the terms and conditions contained herein. You also understand that your organization will be asked to accommodate a five-minute Care and Share presentation during your meeting, preferably at the beginning. You also understand that your organization may be asked to fill out an evaluation of our service and our facility.

Signature

Date

(Electronic signatures accepted)

Thank you for utilizing your community food bank! To confirm your reservation, please fax or e-mail this form to Fran Palmer at 719-528-5833(fax), fran@careandshare.org. Please contact us at 719-528-1247 if you need directions or have questions



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